

Pledge to Participate – the Sustainable Silicon Valley Project
**(Sample letter written on organization's letterhead and
signed by a responsible officer of the organization)**

Date

(Organization) is pleased to support the efforts of Sustainable Silicon Valley (SSV) and hereby commits to take part in SSV's Carbon Dioxide Emissions Reduction Project.

The following facilities and their associated Standard Industrial Classification (SIC) Code are included in this commitment:

1. ____ (address) _____; SIC Code ____
2. ____ (address) _____; SIC Code ____
3. ____ (address) _____; SIC Code ____

As we make this commitment we understand that by **(date)**, we will prepare a report to SSV for the facilities identified above for a twelve (12) month period. In this report we will identify:

1. a baseline reporting year for each facility, 1990 or later;
2. a goal for CO₂ emissions reduction (percentage and year) for each facility;
3. a normalizing factor (optional) for each facility;
4. the amount of electricity and natural gas used in each facility annually since the base year selected;
5. the amount of diesel and/or gasoline used in each facility for any or all of the following: fleet, employee business use of personal vehicles, employee commuting (optional clause for each facility);
6. a comparison of energy use (or CO₂ emissions) reported for each facility in the current year to the base year; and
7. a brief description (one-two paragraphs) of some (two-five) of the key actions taken that led to the decreasing emissions of CO₂. We understand that this information will likely be shared with others as "best practices" and included in SSV's annual reports with or without (at our option) attribution.

We understand that we will report to SSV annually by February 15 after our initial report. The information we submit will be used in the SSV report published annually on April 22. Energy use will be reported either in kWh of electricity, therms of natural gas and gallons of diesel/gasoline or in pounds/tons of annual CO₂ emissions. If we choose to normalize our energy use/CO₂ emissions, we will also include the normalizing factor in this annual report. If we get better data after submitting our annual report to SSV, for example, more accurate or comprehensive data or data certified by a third party, we will submit the improved data.

We also understand that the SSV Carbon Dioxide Emissions Reduction Project is a voluntary project; there are no sanctions for our failing to meet our goal. None-the-less, we will make a concerted effort to reach the goal established.

The following person is the point of contact for our organization for this project: **(name), (address), (telephone), and (email)**.

Sincerely,

Signature
Typed name and title